

PARENT PAYMENTS POLICY

Approved by:	Headteacher
Reviewed:	Autumn 2022
Review date:	Autumn 2025

INTRODUCTION, INCLUDING RATIONALE

This policy is for all parents/guardians of the child enrolled at St Thomas More's Primary School & Nursery.

The purpose of this policy, is to set the school expectations for all parents / carers with regard to making school payments.

As a Catholic school, we recognise the importance of supporting families, including supporting them to not fall into debt, which is why we endeavour to ensure payment is made at the due time. It also means that should any payment become difficult for a family, we welcome them to speak with the school so we can support them in payment plans and other support which we may have access to.

It is important as it forms the School's terms and conditions for any person using the SCOPAY system*.

This policy aims to:

- explain what fees and charges families can expect to pay:
- explain how fees can be paid;
- explain what happens when fees are not paid

**Please note – we are a cash-free school and therefore all payments should be made, wherever possible, using the SCOPAY system. The same terms and conditions will apply to any exceptional cash or cheque fee payments.*

WHAT ARE THE NURSERY FEES / CHARGES?

The nursery will ensure that you have a signed agreement in place, prior to any child starting, which details of all fee payments required (based on funding entitlement and sessions booked). Each term parents / guardians will receive an invoice and fees can be paid weekly / monthly. All invoices must be cleared 7 days before the end of term, unless otherwise agreed.

WHAT ARE THE SCHOOL FEES / CHARGES?

The school fees include, and are not restricted to, dinner monies, after-school and breakfast club payments and any other payments including trips / activities or purchasing of individual items (i.e. school ties, water bottles, etc).

Delay in fee payment makes a significant effect to the monies available to the school. *For example, if every family owed £50 the school would be at a loss of approx. £12,000+.*

Dinner monies and any Tommy's childcare MUST be paid in advance in order to prevent families falling into debt.

Childcare vouchers are accepted by the school but can ONLY be used for Tommy's childcare (after-school & breakfast club provision) – please see Q14, page 7:

<https://www.rvc.ac.uk/Media/Default/About/Human%20Resources/Documents/Fact%20Sheet%20June%202016.pdf>

- **DINNER MONIES** – all families are expected to pay for their child's dinner in advance. Whilst we will provide lunches for our children when a payment has been missed, this cannot exceed £20 debt.
- **BREAKFAST & AFTER-SCHOOL CLUB (TOMMY'S CHILDCARE)** – all families are expected to pay for their child's club in advance. Every family must make a new booking for each term, using the Tommy's childcare booking form. Ad-hoc / one-off bookings cannot be guaranteed as priority is given to those making block bookings.

Childcare voucher payments - to make a childcare voucher payment, please ensure you notify finance@st-thomasmores.hants.sch.uk of all the details reference number / child's name / date of payment / amount paid and a screenshot of payment made to help us ensure payment via Hampshire remittance can be traced.

Cancellations may be chargeable, and bookings non-refundable, where insufficient notice is given (due to staffing costs).

Late fee charge - in line with our 'Non-Collection of Children' policy – "We have a duty of care with all children, where they are not collected by school pick-up time to move them in to Tommy's childcare (after-school) provision: Tommy's childcare is available should you not be able to collect at this time. Please be aware that although some leeway will be given, once the reset of the class has been collected, any child still waiting will be sent to Tommy's to be looked after until they are collected. This will incur a charge".

Contact for Tommy's childcare: tommys@st-thomasmores.hants.sch.uk

- **TRIPS / EVENTS** – all families are expected to book and pay for their child's trip in line with letter deadline details.
- **OTHER** – orders of school ties, water bottles, etc must be paid for in advance

Prompt and full payment is required in line with the individual requirements of the school fee

HOW TO PAY FEES / CHARGES (SCOPAY SYSTEM)

Download the SCOPAY APP to your mobile device



Parents can register and make online payments at <https://www.scopay.com/st-thomasmores>* Register with the email address that you registered with the school. We will then email you a link to use it with the school.

For information about how to make bookings for clubs, dinners, trips, etc please go to our user guide on the school website* (parents – payments).

Make your payments using our confidential internet payment system www.scopay.com/st-thomasmores.

If you do not have your letter with your pupil link code, (which you will need to set up your account) then please contact the Finance team on finance@st-thomasmores.hants.sch.uk

*Weblink - Parents / Thomas More's Catholic Primary School and Nursery (st-thomasmores.hants.sch.uk)

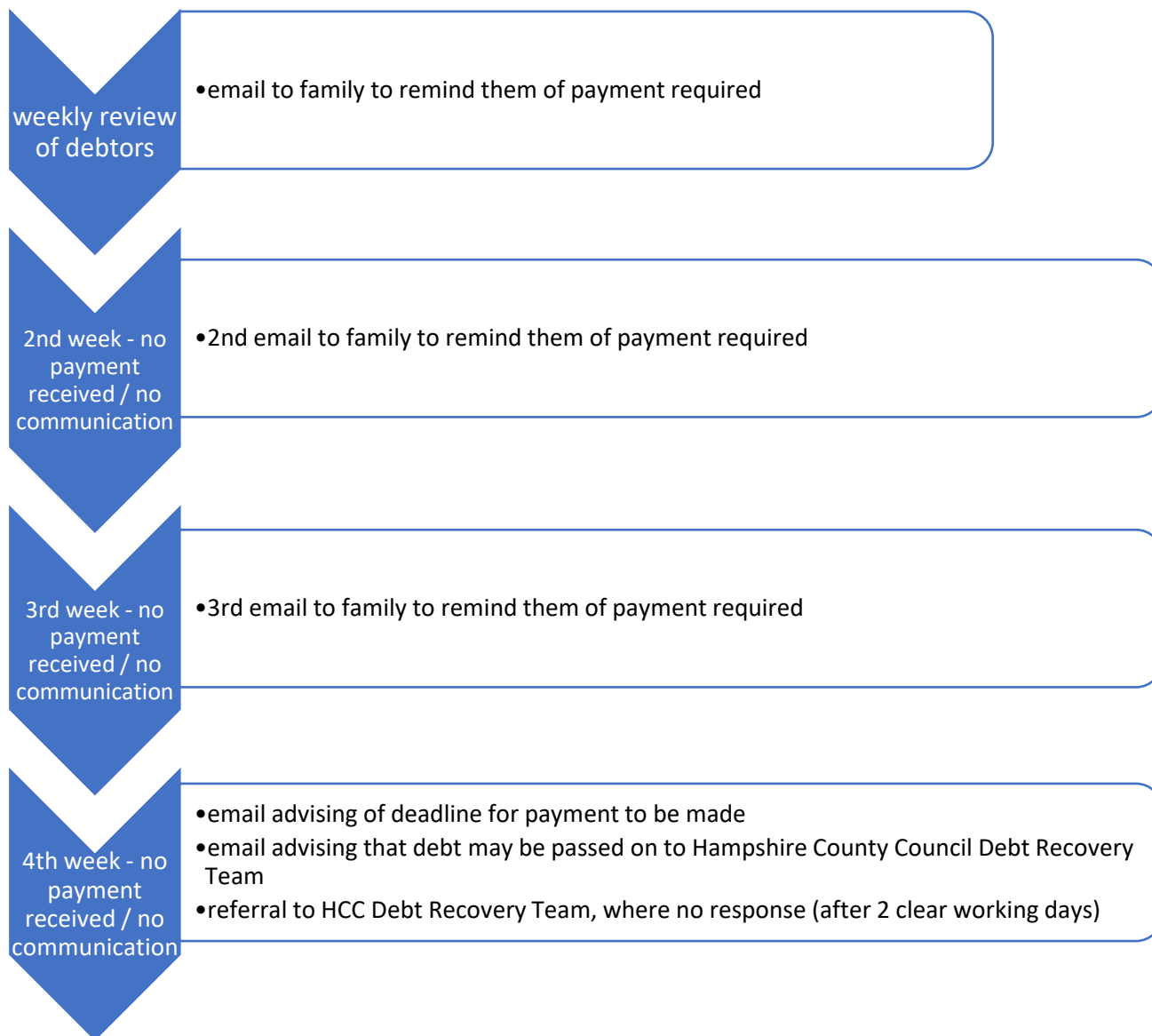
PROBLEMS WITH PAYMENT / PAYMENT PLAN OPTION

If you are struggling to make the required payments due, please either contact psadmin@st-thomasmores.hants.sch.uk (for NURSERY) / finance@st-thomasmores.hants.sch.uk (for SCHOOL) as soon as possible to review options – e.g. payment plan. Any such concerns will be reviewed on an individual basis and will require Headteacher approval.

WHAT HAPPENS WHEN NURSERY / SCHOOL FEES ARE NOT PAID

All outstanding monies must be paid by the end of the academic year (31st July). The school reserves the right to cover any outstanding payments in line with Hampshire Debt Recovery Services.

The below diagram sets out what will happen as a result of non-payment and no communication during academic year:



Communication

It is important to remember that the finances side of St Thomas More's Catholic Primary School & Nursery need to operate like any other business, and therefore, debts do need to be collected. Therefore, to ensure parents are aware that this is a business process and to remove any confusion that there is a singular person behind any debt collection, templates have been created and will be sent out in accordance to this policy.

Obviously, the School would not wish to pass any debts onto the Hampshire County Council Debt-Recovery Team, however, our finances are overseen by Hampshire County Council and so this is the correct process should the School be unsuccessful in recovering debts owed. Parents are again urged to discuss any difficulties they may have with making payments with the Finance Team.

As with other businesses, in the unlikely event that an error is made by either party, it is expected that all communication is polite, respectful and in line with the Home/School Agreement.